

Travel Policy Checklist

- Documentation: All Trip Forms Filled Out
 - ✓ Itinerary
 - ✓ Roster
 - ✓ Risk Forms on File
 - ✓ Copies of Driver's License, Driver Records & Insurance
 - ✓ Due Dates
- College / University Affiliation
 - ✓ Student, faculty/staff, coach
 - ✓ Check with insurance & legal
- Policy Topics
 - ✓ Seat belts
 - ✓ Speed
 - ✓ Texting / Phones while driving
 - ✓ Number of people in the car
 - ✓ Well-rested drivers
 - ✓ Hours of Travel (6 a.m. - midnight)
 - ✓ Frequency of Breaks / Driver Changes (2-3 hours)
 - ✓ # miles / time traveled / day (different for University & Private v. commercial driver)
 - ✓ Type of Vehicle to use
 - ✓ Weather for Travel / Driving Conditions
 - ✓ Travel as a group
 - ✓ Equipment Storage
 - ✓ No Alcohol in the vehicle, use day of driving
 - ✓ Tire pressure
 - ✓ Visual check for obvious defects

Emergency Response Plans: Medical & Vehicle

- ✓ **In case of Accident**
- ✓ **Contact Emergency Help As Needed**
- ✓ **Contact Professional Staff / Advisor**
- ✓ **What to Say & What NOT to Say (I'm sorry)**
- ✓ **Point Person to Interact with Parents of the Student**